Randolph Community College

Contractor Safety Plan

Reviewed May 2011

SAFETY & ENVIRONMENTAL REQUIREMENTS FOR CONTRACTORS

1. PURPOSE

1.1 This procedure highlights the safe working practices required for all contractors working at this facility. It is intended to improve safety performance and to ensure the safety of contract employees as well as the employees of this facility.

1.2 It is fully recognized that contractors have the primary responsibility for executing on-site safety for their own activities. Each contractor is responsible for ensuring that its employees, and the employees of any subcontractors, comply with all applicable local, state and federal regulations, and the policies of this facility. All work performed shall comply with the requirements of the Occupational Safety and Health Act of 1970, without exception.

1.3 This facility will not act as the controlling employer in regards to safety issues. It is the complete responsibility of the contractor to implement and maintain all safety precautions and procedures.

2. SCOPE

2.1 The safety practices shall be followed whenever performing work at this facility.

2.2 The contractor shall require that all subcontractors observe the safety practices in the same manner as the contractor.

2.3 All contractors shall designate a Field Supervisor who shall have the primary responsibility for ensuring that these safety practices and procedures are followed.

2.4 The Field Supervisor, or designated authority, shall perform frequent and regular safety inspections of the job site, materials, and equipment.

3. SAFE WORKING PRACTICES and PERSONAL PROTECTION

3.1 *Safety glasses* meeting the requirements of ANSI Z87.1 must be worn at all times when there is an eye hazard from exposure to flying particles, liquid chemicals, acids or caustic liquids, or potentially injurious light radiation. Safety glasses are required to be worn while working in laboratory, shop, and maintenance areas. Activities requiring eye protection include: welding, cutting, burning, using pneumatic impact tools, grinding, buffing, using hand tools, applying or removing insulation, and painting.

3.2 *Hearing protective devices* must be worn when working in areas that require hearing protection based on noise level monitoring or when performing a task that produces high noise levels. Areas where hearing protection is required are marked with appropriate signs.

3.3 *Appropriate hand protection* shall be worn to protect against chemical contact, severe cuts or lacerations, punctures, or harmful temperature extremes. Chemical resistant gloves must be rated / compatible for the specific chemical being used.

3.4 *Hard hats*, meeting the requirements of ANSI Z89.1, are required whenever there is a potential for injury to the head from falling objects or striking a low overhead structure. *Foot protection*, meeting the requirements of ANSI Z41, shall be worn when there is a danger of foot injuries due to falling or rolling objects or objects piercing the sole.

3.5 Respiratory protection, if used, must be NIOSH approved, must be appropriate for the hazard and must be maintained, cleaned and stored properly. All persons wearing respirators must be medically approved to do so and fit-tested.

3.6 Horseplay is not tolerated. Smoking is allowed in designated areas only.

3.7 Drinking of, or possession of, alcoholic beverages, or possession of illicit drugs or firearms while on the property of this facility, during working or non-working hours, is strictly forbidden.

3.8 Entry into confined spaces may only be performed by authorized personnel, following the confined space requirements of OSHA 1910.146. Prior to entry, atmospheric monitoring shall be conducted, and an entry permit shall be completed to verify safe entry conditions.

3.9 All safety equipment, safety showers, eye wash fountains, fire extinguishers, emergency exits, and walkways must be kept clear at all times.

3.10 All project areas shall be kept clean and free of debris and rubbish in order to prevent accidents and fires.

4. CHEMICAL SAFETY AND HAZARD COMMUNICATION

4.1 This facility will provide the Material Safety Data Sheet (MSDS) for hazardous chemicals used at this facility in which contract employees may be exposed, come in contact, or directly handle. The contractor shall inform his employees of the hazards of the chemicals.

4.2 The contractor is responsible for maintaining MSDSs for all hazardous chemicals used by the contractor or subcontractor.

4.3 When handling corrosive materials or irritants, rubber chemical gloves, goggles and/or face shields shall be used.

4.4 All compressed gas cylinders shall be secured from falling at all times and capped when not in use.

4.5 At no time shall gasoline be used as a cleaning agent.

4.6 Flammable liquids and solvents shall be handled in approved safety cans with flash back arrestors and tight closing lids.

5. FALL PROTECTION

5.1 All *ladders* used at this facility shall be heavy duty industrial type ladders. The use of aluminum ladders for electrical work is prohibited.

Ladders shall be secured at the base by safety feet or equivalent and tied off at the top when there is a chance of displacement from workplace activities or traffic. All portable ladders used to gain access to an upper landing surface shall extend at least 3 feet above the landing or secured at the top and a grasping device provided. All straight and extension ladders shall have approved safety feet and be equipped with a 10 foot by 1/2 inch rope spliced to the next to the top rung.

Ladders with split or broken rails, treads, rungs, or with feet missing or otherwise damaged or considered unsafe must be removed from the job. Step ladders shall not be used as straight ladders. The height of the ladder must be sufficient to keep from working from the top of the ladder or the top three rungs of an extension ladder. The ladder shall be positioned so that the base is set out from the vertical a distance equal to one-fourth of the ladder working length

5.2 During *overhead work, ground work, or work inside a production area*, all areas must be roped off, and a warning sign shall be placed on the floor. All areas involving overhead work or work inside an occupied area that poses a hazard to other personnel shall be roped off and/or warning signs placed to limit access to the area.

5.3 All *excavations and trenches* shall comply with the OSHA Trenching and Shoring requirements, which require guarding by a sloping system, shoring system, support system or equivalent. In addition, these areas shall be roped off and, at night, alerted with proper warning lights.

5.4 All work platforms 6 feet and higher shall be equipped with a standard guardrail on all open sides. This guardrail consists of a top rail of 42 + /- 3 inches, mid-rail and 4" toe board and must be able to withstand an applied force of 200 lbs. Where guard rails cannot be provided, full body harness shall be worn with a lifeline securely attached to an appropriate anchorage, (must be rated for 5000 lbs. force). Free fall distance when using a full body harness must be limited to 6 feet or less. Lanyards may not be "tied back" to themselves and safety belt, last chance belts and Class I harness use is prohibited in all circumstances.

5.5 Hoses, welding leads, electrical drop cords, etc. shall be kept out of personnel traffic areas when possible. Otherwise, they shall be adequately protected from damage and presenting a tripping hazard by suspension, signs, barricades and/or burying.

6. ELECTRICAL SAFETY PRACTICES

6.1 The Contractor Field Supervisor shall ensure that electrical or mechanical equipment is properly locked and tagged out before employees begin work. The Contractor shall provide one lock and tag to accompany the facility lock and tag for each piece of equipment on which the Contractors' employees are working.

6.2 All electric hand tools shall be grounded unless it is recognized by UL as having a double insulated rating. Frayed or defective electrical cords shall not be used.

6.3 All extension cords and power tools shall be used with appropriate Ground Fault Circuit Interrupter (GFCI) protection that is tested regularly.

7. WELDING, CUTTING, BURNING OPERATIONS

7.1 Adequate fire protection and other safety precautions must be addressed before any hot work is executed.

7.2 Shields, curtains, or flame retardant tarpaulins shall be used to shield personnel and equipment from welding operations. When welding, cutting, or burning, a standby employee shall stand as a fire watch, and all sparks must be contained to the area of operation.

7.3 The Contractor shall ensure that fire extinguishers are provided at all welding, cutting, and burning operations.

8. HEAVY EQUIPMENT OPERATION

8.1 Only qualified personnel may operate the facility fork lift trucks or similar material handling or earthmoving equipment. .

8.2 Only approved personnel work platforms shall be used with fork lifts, Sky Traks or similar lifts. The platform must have standard guard rails or equivalent means of fall protection and be secured to the lift. Proper communication (visual or otherwise) must be maintained between the personnel on the platform and the lift operator at all times. The vehicle shall not be moved with the platform in the raised position.

8.3 All personnel in aerial lifts shall wear a full body harness and lifeline that is anchored to the platform cage as a means of fall protection in addition to the protection provided by the platform cage guard rails.

9. ENVIRONMENTAL RESPONSIBILITIES

9.1 No hazardous or environmentally damaging materials can be poured down process or storm drains.

9.2 It is the responsibility of the Contractor to dispose of hazardous materials that are used by the Contractor (e.g., paints, solvents) during their work operations at the facility in accordance with regulatory requirements.

10. GENERAL WORK PROCEDURES

10.1 Contractors must provide all tools necessary to perform the assigned tasks

11. REFERENCES

11.1 29 CFR 1910 and 1926 - OSHA General Industry and Construction standards